

**CITY AND COUNTY OF HONOLULU  
DEPARTMENT OF PLANNING AND PERMITTING (DPP)**

**Minor Modification**

Application Instructions

*This document is intended to assist you in preparing a complete application. Please refer to the applicable ordinance and/or statute for more information concerning application requirements and procedures.*

- I. Applicability. Applicants that have received any of the following types of permits, and would like to modify the approved plans, may apply for a Minor Modification.

*Conditional Use Permit (CUP), Major and Minor  
Plan Review Use Permit (PRU)  
State Special Use Permit (SUP)  
Cluster Housing, Country Cluster, and Agricultural Cluster Permits  
Farm Dwellings—Agricultural Site Development Plan (ASDP)  
Planned Development - Housing (PDH)  
Planned Development - Apartment (PD-A)  
Planned Development - Resort (PD-R)  
Special District Permits (SDD), Major and Minor  
Special Management Area Use Permit (SMP)  
Existing Use Permit (EU)  
Waiver (W)  
Zoning Adjustment (ZA)*

The main criterion in determining whether a project is considered major or minor is not necessarily the size of the project (proposed modification), but rather its potential impact on surrounding land uses. Minor modification requests **must** be reasonable, and consistent with the intent of the respective permit. They must **not** significantly increase the intensity or scope of the use, and must **not** create adverse land use impacts on the surrounding neighborhood. Projects that are determined by the DPP to have a major impact must apply for a new permit.

- II. Pre-application Determination. For a preliminary determination regarding whether a project (proposed modification) is considered minor or major, you may call or meet with a planner in the Land Use Permits Division, or request a written determination from the Director of the DPP. However, please be advised that the DPP will make its final determination on the project (modification) status after the application has been accepted for processing.
- III. Application Requirements.
- A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.

B. Fee. Minor modification fees are as follows:

1. The fee is \$600 (non-refundable) for modifications to an approved cluster housing permit; CUP (Major), CUP Minor (meeting facility, day-care, school), PRU, PDH, PD-A, and PD-R permits, Special District Major projects, downtown building heights in excess of 350 feet, and ZA Permit (sign only.)
2. The fee is \$300 (non-refundable) for modifications to an approved CUP Minor (all others), EU, Waiver, Special District Minor, ZA (other than signs), exclusive agricultural site approval, and agricultural site development.
3. The fee is \$300 (non-refundable) for SMA Major Permits.
4. The fee is \$50 (non-refundable) for temporary use approval.

Please submit checks or money orders with appropriate fees payable to the City and County of Honolulu. Checks or money orders which are not properly authorized or that are more than 3 months (90 days) old will not be accepted; and, applications submitted without the proper fees will not be further processed.

*Note: There is no fee for City agencies.*

*Note: When an Applicant applies for a Minor Modification after being cited for taking action without having obtained necessary approvals, the application fee set forth above **shall be doubled and the application review fee is based on the total application fee after it is doubled.** The payment of the fee required by this section shall not relieve the Applicant from compliance with the applicable ordinance or from penalties imposed there under.*

- C. Project Description. Written explanation detailing the extent of the project (proposed modification).
- D. Drawings/Plans. Submit two (2) sets of fully dimensioned scaled drawings including a location plan, site plan, and building plans. Building plans shall include floor plans and exterior elevation drawings which indicate the extent of the project. All drawings/plans must be black line prints, drawn and prepared by a draftsman, architect, engineer, or similar professional. For document imaging purposes, provide one set with maximum dimensions of 11" x 17", and a second set with maximum dimensions not to exceed 24" x 36".

*Note: All scaled plans and drawings **must** include a graphic ("bar") scale in addition to or in lieu of a numerical scale.*

- E. Supplemental Information. Additional information which may be required to successfully process the application by the DPP.  
*Note: Applications requiring a Certificate of Need (CON) **must** include the approved CON.*
- F. Environmental Assessment. If the project is subject to the requirements of Chapter 343, Hawaii Revised Statutes (HRS), the Environmental Impact Statement (EIS) law, please review the DPP's instructions for preparing and filing environmental disclosure documentation. These instructions are available online at [www.honolulu.gov/dpp](http://www.honolulu.gov/dpp). Documentation demonstrating compliance with Chapter 343, HRS is required.
- III. Electronic Document Submittals. The submittal of electronic documents, either in whole or in part of this application, is encouraged; and, shall be at the sole discretion of the Applicant. Electronic document submittals shall adhere to the following specified formats: PDF (Adobe Reader 9 or earlier), JPEG, or Word (2003 or earlier). Electronic documents **must** be submitted on either CD or DVD. No individual electronic document shall exceed 15 megabytes in size; any electronic document involving a larger size **must** be broken down into smaller size files. ALL maps, drawings and /or plans **must** be drawn to an appropriate scale, and **must** include a graphic ("bar") scale accurately representing the applicable scale of the document.

Revised 5/24/2023